

NEW YORK UNIVERSITY
THE UNIVERSITY SENATE

Senate Rules of Procedure

(As Amended Through March 6, 2008)

I. Membership

1. Composition. As specified in the Bylaws of New York University, the University Senate shall be composed of members of four constituent councils--the Deans Council, the Faculty Senators Council, the Student Senators Council, and the Administrative Management Council--the President, and a number of additional officers of the central administration.
2. Dean's Substitutes. Each member of the Deans Council, by notice to the Secretary of the Senate, is authorized to designate at the beginning of each academic year two substitutes either of whom may attend a particular meeting and exercise the privilege of the Dean at the meeting.
3. Faculty Alternates. Each faculty shall elect one or two alternates, as provided herein, for each of its professorial representatives in the Senate either of whom, in the absence of that representative, may, on notice to the Secretary of the Senate, attend meetings and exercise the privileges of the absent member. In the case of a faculty having more than one professorial representative in the Senate, one alternate shall be elected for each professorial representative but one elected alternate may be substituted for another who is absent, provided that no alternate may represent more than one professorial representative at any given meeting. In the case of a faculty having only one professorial representative, two alternates shall be elected. In addition, there shall be appointed by the Executive Committee of the Senate four alternate faculty senators-at-large each of whom shall serve as an alternate to one or two designated faculty senators-at-large provided that no alternate may represent more than one absent member at any given meeting. The alternate faculty senators-at-large shall be nominated in accordance with the same guidelines used to nominate faculty senators-at-large.
4. Student Alternates. Each student body authorized to name a senator shall be authorized to name two alternate senators either of whom, on notice to the Secretary of the Senate, may attend Senate meetings and exercise the privileges of the absent member. In addition, there shall be appointed by the Executive Committee of the Senate up to seven alternate student senators-at-large, each of whom shall serve as an alternate to one or two designated

student senators-at-large provided that no alternate may represent more than one absent member at any given meeting. The alternate student senators-at-large shall be nominated in accordance with the same guidelines used to nominate student senators-at-large.¹

5. Administrative Management Council Alternates. The Vice Chairperson of the Administrative Management Council shall serve as the alternate for the Chairperson of the Administrative Management Council, who holds a Senate seat for the duration of his/her term as Chairperson, and on notice to the Secretary of the Senate, such alternate may attend Senate meetings and exercise the privileges of the absent member. The constituency of the Administrative Management Council shall elect two alternates for each of the other senators elected by the Administrative Management Council constituency either of whom, in the absence of that senator, may, on notice to the Secretary of the Senate, attend meetings and exercise the privileges of the absent member.
6. Central Administration Substitutes. Each Central Administration member of the Senate, by notice to the Secretary of the Senate, is authorized to designate at the beginning of each academic year two substitutes either of whom may attend a particular meeting and exercise the privileges of the member at the meeting.
7. Observers as Alternates. An alternate senator attending a meeting as an observer may replace the senator for the balance of that meeting, if the latter is obliged to leave.
8. Terms of Alternates. The terms of alternate senators shall correspond to those of the senators whose alternates they are. Alternate senators shall by virtue of their selection be entitled to formal notices and copies of the minutes upon request.
9. Alternates on Committees. Duly qualified alternate and substitute senators shall be eligible for regular assignments to the Senate standing committees, provided that every such committee shall have the majority of its membership drawn from the regular members of the Senate--this latter provision to be monitored by the Executive Committee.
10. Votes in Committee. At meetings of any senate committee, only those persons duly assigned to that committee shall be eligible to vote, i.e., no substitution for a regular committee member shall be permitted.

¹See Appendix A.

II. Meetings of the Senate

1. Stated Meetings. The Senate shall meet monthly during the months of October, November, December, February, March, and April in accordance with a schedule adopted by the Senate. An additional organizational meeting will be held either in late September or early October, at which the election of a Vice President and a Secretary shall take place and committees shall be appointed. The office of Vice President shall rotate annually in this sequence: Dean, Faculty, Student, Administrator. The office of Secretary usually will be filled by the Secretary of the University, although other nominations may be made.
2. Special Meetings. At the call of the President or when requested in writing by five members of the Senate, including at least one representative of each of the Student Senators Council, the Faculty Senators Council, the Administrative Management Council, and the Deans Council, the Secretary shall call a special meeting on 24 hours' notice, specifying the purpose of the meeting.
3. Time of Meetings. Unless the Secretary shall advise the members otherwise, meetings of the Senate shall take place at 2:00 p.m.
4. Quorum. A majority of the members entitled to vote shall constitute a quorum at meetings of the Senate.
5. Voting. A majority of the votes cast at a meeting at which a quorum is present shall authorize action. The text of all substantive motions and reports to be considered for action at a regular meeting of the Senate must be submitted to the Secretary by Wednesday noon of the week before the Senate meeting. A tentative agenda, text of motions, and reports for action shall be distributed to the members by Friday of the week before regular Senate meetings.
6. Deferred Vote. Whenever the President believes it is in the best interest of the University to defer action on a topic, the President may defer action on the topic for only one meeting. Such an action will not close discussion on the topic at that meeting.
7. Order. The presiding Officer shall be the President; the President may designate a President pro tem for meetings from which the President will be absent. If the President is absent and has not designated a President pro tem, the Vice President of the Senate shall preside. Robert's Rules of Order shall be used to decide all questions of order not otherwise covered in these rules or in the Bylaws of the University.

8. Attendance of Invitees and Guests.
 - a. Vice Presidents. For administrative convenience, the Vice Presidents shall be regularly invited.
 - b. Reporters. For the dissemination of news of Senate actions, the Director of Public Affairs or a deputy shall regularly be invited, and each student newspaper and radio station, upon application approved by the Executive Committee of the Senate, may assign one reporter to attend Senate meetings; each such reporter may be accompanied by a photographer. The use of sound recording equipment is not permitted.
 - c. Alternates. Each alternate senator, in the capacity of a non-voting, non-speaking observer, may attend any meeting at which he or she is not replacing the Senator.
 - d. Guest Passes. Each titular senator, for each Senate meeting, shall be entitled to receive one guest pass, to be issued by the Secretary of the Senate, for the exclusive use of one designated member of the faculty, staff, or student body of New York University. In addition, the office of the Secretary is authorized to issue up to 50 additional passes, on request, to members of the University community, in order of receipt of such requests. Other individual guests may be admitted to Senate meetings on motion of a senator adopted by vote of the Senate.
 - e. Executive Sessions. Invitees and guests may not speak at Senate meetings except upon express invitation by vote of the Senate. All non-members must leave if and when the Senate decides to sit in executive session, except those specifically invited by a majority of the Senate to remain.
9. Amendments to Rules. The amendment of these Rules of Procedure must be presented for discussion at a regular meeting of the Senate and voted on at a subsequent regular meeting of the Senate during the same academic year.

III. Standing Committees

1. Responsibilities of the Standing Committees.

- a. Definition. The function of the standing committees is to investigate and study substantive matters referred to them by the Senate, in order to help the Senate arrive at decisions in the areas of its responsibilities.
- b. Membership. Standing committees shall be made up of appropriate Central Administration members of the Senate and one or more members of each of the four constituent councils of the Senate: the Faculty Senators Council, the Student Senators Council, the Administrative Management Council, and the Deans Council. Except as provided in Section III.2.d.(1) of these Rules of Procedure, advisors may be assigned to the standing committees by the President to furnish expertise that could be beneficial to the committees. Such advisors do not have voting privileges, and their attendance at committee meetings is at the discretion of the committee.
- c. Attendance. It is the responsibility of the chairperson to make every effort to see that at least one member from each council is present. If a final committee vote is to be taken on substantive recommendations to the Senate without representation from all four councils, that fact shall be reported to the Senate at the time of the committee report.
- d. Quorum. A majority of members shall constitute a quorum.
- e. Minutes. At all meetings the chairperson or his or her designee shall take minutes, which shall be distributed to all members.
- f. Call to Meetings. The Secretary of the Senate shall issue the first call to meeting for each standing committee without a designated chairperson. The chairperson or any two members from different councils may issue subsequent calls to meeting. When a recommendation of substance is likely to be voted on, the chairperson will so note in the call to meeting.
- g. Responsibilities. It is the responsibility of the members of the standing committees to make every effort to attend each meeting. It is the duty of the chairperson to call meetings at such times and places and with sufficient advance notice that committee members will not ordinarily be prevented from attending.

2. The Standing Committees shall be the following:

a. Academic Affairs Committee.

- (1) Membership. The Academic Affairs Committee shall consist of the Chancellor and Executive Vice President for Academic Affairs, two members nominated by and from the Deans Council, four members nominated by and from the Faculty Senators Council, three members nominated by and from the Student Senators Council, and one member nominated by and from the Administrative Management Council. The Committee shall elect its own chairperson, who shall be a member of the Faculty Senators Council.
- (2) Duties. The Committee shall consider the educational policies of the University and shall have responsibility for stimulating and promoting experimentation and innovation. The Committee shall consider matters pertaining to New York University relations with professional and educational organizations.

The Committee shall advise the Academic Affairs Committee of the Board of Trustees regarding honorary degrees and other special awards, as provided in the Bylaws, and regarding the naming of buildings or other facilities not earmarked for naming gifts. The Committee shall be responsible for presenting to the Senate a calendar for the academic year that begins in the following calendar year. The calendar shall be prepared by a Subcommittee on the Calendar. The Senate shall thereafter adopt a calendar at or before the March meeting of the Senate each year.

The Subcommittee on the Calendar shall consist of the Registrar, who shall be the chairperson of the Subcommittee, and any additional members selected by the Academic Affairs Committee.

b. Executive Committee.

- (1) Membership. The Executive Committee shall consist of the President or, in his or her absence, his or her designee, the chairperson of the Faculty Senators Council, the chairperson of the Deans Council, the chairperson of the Administrative Management Council, and the chairperson of the Student Senators Council. In the absence of the chairperson of a constituent council the vice chairperson of that council may act

as a member of the Committee. The Secretary of the Senate shall be an ex-officio, non-voting member.

- (2) Duties. The Committee shall act in the name of the Senate on urgent matters that arise at times when the full body of the Senate cannot be convened, and shall report its actions at the first ensuing meeting of the full Senate.

The Committee nominates the slate of officers of the Senate and recommends members of the Senate for service on standing, as well as on ad hoc committees. Nominations for officers of the Senate shall be consistent with the specifications given in II.1. and recommendations for committees consistent with the specifications for membership of the individual committees.

The Committee or the Secretary of the Senate at the direction of the Committee shall prepare the agenda for each Senate meeting. Reports of the constituent bodies of the Senate requiring Senate action shall be automatically entered upon the agenda; otherwise, no topic shall be entered unless sponsored by a member of the Senate or unless originating with an interschool committee or commission.

The Committee shall be empowered to refer topics immediately to the Senate committees, and to refer administrative questions to the appropriate offices of the University, provided that each referral shall be reported to the sponsor of the topic and to the full Senate. All proposals for topics for the agenda shall be submitted in written form.

c. Faculty Affairs Committee.

- (1) Membership. The Faculty Affairs Committee shall consist of the faculty members who compose the Faculty Senators Council. The chairperson of the Faculty Senators Council shall be the chairperson of the Faculty Affairs Committee.
- (2) Duties. The Committee shall consider all University-wide matters pertaining to faculty personnel.

d. Financial Affairs Committee.

- (1) Membership. The Financial Affairs Committee shall consist of the President, who shall be the chairperson of the Committee, the Senior Vice President for Finance, the Chancellor and Executive Vice President for Academic Affairs, two members nominated by and from the Administrative Management Council, two members nominated by and from the Deans Council, six members nominated by and from the Faculty Senators Council, and five members nominated by and from the Student Senators Council. The membership from the Deans and Faculty Senators Councils together shall consist of at least one representative from each of the Faculty of Arts and Science, The Steinhardt School of Education, and the Stern School of Business. The Director of the University Budget and the Vice President for External Affairs shall be advisory members of the Committee.
- (2) Duties. The Committee shall consider and make recommendations on financial and budgetary policies of the University, including those relating to capital budgets, operating budgets, long-range financial planning, policies governing allocation of resources among schools, and policies on tuition and salary. In addition, the Committee shall consider matters relating to the development of University facilities.

e. Organization and Governance Committee.

- (1) Membership. The Committee shall consist of the Secretary of the University and one additional representative of the Central Administration, two members nominated by and from the Deans Council, five members nominated by and from the Faculty Senators Council, four members nominated by and from the Student Senators Council, and two members nominated by and from the Administrative Management Council. The Committee shall elect its own chairperson.
- (2) Duties. The Committee shall review organizational policies of the University and make recommendations regarding governance.

f. Public Affairs Committee.

- (1) Membership. The Public Affairs Committee shall consist of two representatives of the Central Administration, four members

nominated by and from the Faculty Senators Council, two members nominated by and from the Deans Council, three members nominated by and from the Student Senators Council, and two members nominated by and from the Administrative Management Council. The Committee shall elect its own chairperson.

- (2) Duties. The Committee shall be concerned with all matters relating to the Commencement Exercises and other public occasions affecting more than one school. The Committee shall consider matters pertaining to New York University's relations with the community.

The Committee shall conduct a yearly review of the guidelines on the use of University facilities, and shall inform appropriate administrative personnel about the operation of these guidelines.

The Committee shall also develop additional guidelines, if needed, for approval by the Senate; hear grievances and arbitrate disputes in connection with the use of University facilities; and determine violations of the guidelines. Appeals from decisions of the Public Affairs Committee may be made to the Senate.

g. University Judicial Board.

- (1) Establishment. The New York University Student Disciplinary Procedures approved by the Senate on February 9, 1978 (the "Disciplinary Procedures") called for the creation of this group and specified its name, its status as a Standing Committee of the Senate, the form of its membership, and its duties. The Board shall serve in place of the previously created University Review Board wherever any rules of the University call for the participation of the University Review Board.

- (2) Membership. The Board shall consist of six students chosen by and from the Student Senators Council, six faculty members chosen by and from the Faculty Senators Council, six deans chosen by and from the Deans Council, and four members chosen by and from the Administrative Management Council. The size of the Board may be increased at the request of the Board. Hearings shall be conducted by panels of four Board members, one from each of its constituencies, in accordance with the provisions of the Disciplinary Procedures. The Board shall elect its own chairperson.

(3) Duties. The Board shall hear and decide cases referred to it, directly and on appeal, in accordance with the provisions of the Disciplinary Procedures.

3. The President. The President shall be a voting member of all standing committees except the Faculty Affairs Committee.

IV. Ad Hoc Senate Committees

Who May Serve; Reports. Persons not members of the Senate may be appointed to serve on ad hoc committees established by the Senate, but at least one member of the Senate shall be appointed to each such committee. Every report of an ad hoc committee shall be made by a member of the Senate.

Appendix A

Requirements for Selection of Student Senators-at-Large²

(Approved by the University Senate on March 8, 1984,
as amended through March 6, 1997)

1. There will be seven student senators-at-large chosen every year.
2. They will be nominated by a majority of the regularly elected student senators by the first Friday in May and appointed by the Executive Committee of the Senate prior to the end of the academic year.
3. No more than two student senators-at-large shall be chosen from any one school.
4. At least three seats shall be reserved for continuity. Therefore three nominees shall have served as elected senators or senators-at-large.
5. Student senators-at-large may serve in an at-large capacity for no more than three years in toto and for no more than two consecutive years.
6. An effort shall be made to use the senator-at-large positions to represent interests that are otherwise underrepresented in the student senators delegation. Such interests may include, but are not limited to, ethnic minorities, night students, part-time students, commuters, and programs within individual schools.
7. It will be the responsibility of the Student Senators Council to begin publicizing the availability of at-large positions no later than four weeks in advance of the application deadline. The goal of this publicity shall be to reach as many students in as many schools as is possible.
8. When transmitting to the Executive Committee of the Senate the names of those students selected by the regularly elected student senators who, in their opinion, best represent the interests of the student body and when (a) an individual candidate does not appear to comply with one or more of the above requirements or (b) when a suitable number of qualified candidates cannot be found who meet the above requirements, the Student Senators Council shall submit a report explaining

²Pursuant to Section I.4. of the New York University Senate Rules of Procedure, these Requirements shall also be applicable to the selection of alternate student senators-at-large.

why the above criteria could not be fully met and setting forth the additional criteria used.

9. These requirements shall become effective upon their approval by the Senate. They may be subsequently amended by action of the Senate.